

Committee Meeting 7:00PM 2nd October 2023 <u>Minutes</u>

<u>Point</u>

<u>Action</u>

1) <u>Welcome</u>

The Commodores opened the meeting at 19:00 hrs and welcomed all

2) Apologies/Attendance

Apologies: Andrew Leech, Jim Campbell, Angus Macdonald, Lorn Campbell Attendance: See Sederunt

3) <u>Previous Minutes</u>

<u>Proposed:</u> <u>Neil Towart</u> <u>Seconded:</u> <u>Kirsty Brown</u>

4) Matters Arising

A reply was received from the RYA over the inspection of insurance documents. The example given was, that of a participant who was subject to loss by an uninsured participant may seek to claim that the organiser, who having made it known that participants' insurance certificates would be checked, was then under a duty to ensure that all participants were duly insured. If as a consequence of the organiser's failure to ensure that all participants were insured, and if the injured participant were unable to recover compensation from the uninsured participant. Then they might seek to recover the shortfall from the organiser. While the RYA is not aware of such an argument having succeeded in legal proceedings to date but there nevertheless remains a risk that it might. They do recommend that In order to encourage members/competitors to maintain third party insurance cover, a written declaration might be signed by all members / competitors. Club documents will be amended as required.

5) Treasurer's Report

See Attached

6) Secretary's Report

- a) Membership: Currently there are 176 members.
- b) Policies I am proposing to limit the timing of submission of Policies for consideration By the Committee as the Agenda is becoming "Choked"
- 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

<u>Andrew</u>

Scott



has purchased the white Colvic and has undertaken to remove it as soon as possible

- d) Moorings: Nothing to report
- e) Accidents: None
- f) Correspondence None

7) Sailing Secretary

In spite of the light winds over the Polaris weekend, 5 from a possible 6 races were run in Fleet 1, and Fleet 3, White Sail, completed both races scheduled. Fleet 2, with Alison Currie as RO, completed all scheduled races, with a total of 19 participants across the Classes.

The Buoys of the Race Marks are all ashore. The ropes of these marks have been dropped to the bottom, and buoyed off with suitably identified flotation. Mark "X" tackle has been lifted.

The Club Trophies are being collected, to have them engraved, in preparation for the Prizegiving on Saturday 18th November.

I have been to a CYCA meeting, a preliminary look at the Calendar, to try to minimise clashes. I have indicated that, to arrest the forward "creep" of the date, Polaris will be on 14th/15th September, to leave 2 weeks from the Cowal Games.

The Sailing Sub Committee will be having a meeting shortly to formulate the rest of the Calendar.

8) Cadet Officer

The Cadets have finished for the season This year has proved most successful with all of the cadets coming on and improving dramatically. In order to further build on this it is proposed to send a number of cadets to Towards Regatta next year. The Cadet Boats were moved under Cover which resulted in a number of tenders being moved and has resulted in a complaint being raised. It was agreed that we would review the storage under the lean for consideration at the next committee meeting

9) SCIO Application next Steps

- a) Transition Plan the Committee approved the Plan noting that it was a work in Progress and likely to be adjusted as it evolved.
- b) The Committee approved the request to approach The Bank of Scotland to set up the new SCIO Account.
- c) The Registers of Scotland have advised that in the case that the tittles have not transferred by March 24 to the SCIO it would be prudent to register in order to avoid possible fines

10) Thursday Club

Jim Campbell has asked if we can expand on the role of coordinator The white Board <u>Jim Mcl</u> seems to be working well and it was suggested that a Suggestions board be added along with some method of identifying on going tasks i.e. cleaning the Slipway. Major works would continue to be published as part of the Minutes.

<u>Andre/Sallie</u> Scott

Bill



11) Report on Skiffs

It was decided that in order to progress this to survey the members in order to ascertain support and as well as identifying members who would be willing to participate in the building, fund raising and use of the skiff

12) Any Other Business

- a) The Kitchen Staff have expressed an interest in acquiring a dishwasher. This will require further investigation.
- b) It was suggested we extend the Men's Showers to create a private changing area A sketch to be prepared for discussion at the next meeting

All

c) Date of Next Meeting

19:00 hrs 6 /11/023 in the Club House

Meeting Closed: 21:45 hrs

Proposed	Neil Towart	Date	6/11/23	
	Kirstie Brown			
<u>Seconded</u>		Date	6/11/23	
Commod	lore Jim Mclean	Date	e 6/11/23	

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.



Treasurers Report

Holy Loch Sailing Club	Treasurers Report September 2023
Receipts	

			Receipts			
Day	Date	Cash Col 1	Sum Up (Col 2	PayPal Col 3	Particulars	BACS in (Col 4)
Fri	01-Sep	40			Handbook	
Sat	02-Sep	50			Cruise Scotland	
Sun	03-Sep	10			Race Fees	
Mon	04-Sep					
Tue	05-Sep				Add Storage	22
Wed	06-Sep					
Thu	07-Sep					
Fri	08-Sep	45			Race fee cheque	
Sat	09-Sep					
Sun	10-Sep	1386.3	1422.25		Polaris	
Mon	11-Sep	37.98			Polaris	
Tue	12-Sep	30			Membership	
Wed	13-Sep	10			Donation	
Thu	14-Sep					
Fri	15-Sep					
Sat	16-Sep	37.31			Lift out Kitchen	
Sun	17-Sep					
Mon	18-Sep					
Tue	19-Sep					
Wed	20-Sep					
Thu	21-Sep				Polaris	916.3
Fri	22-Sep			200		
Sat	23-Sep					
Sun	24-Sep					
Mon	25-Sep					
Tue	26-Sep					
Wed	27-Sep					
Thu	28-Sep					
Fri	29-Sep				Handbook	4
Sat	30-Sep					
	Sub Totals	1646.59	1422.25 4445.17	200		1176.3

	Prepared	l by Andrew L	eech	-
	Paid to B	ank		Fees
Cash Cheque	Transfers Col	BACS Col 7	Total	
Col 5	6	BACS COL	Col 8	
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		40	40	
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1205	1622.25	1176.33	4003.58	30.26 3973.32
1200				0070702

ross receipts (Col1+Col2+Col3+Col4) 4445.17

	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			677			
08/09/2023	Morrisons		64			
10/09/2023	Chilli Grilz	400				
10/09/2023		210				
10/09/2023	Acoustic Soundz	300				
10/09/2023	Cot House	9.3				
11/09/2023			60.99			
12/09/2023			142.22			
	Inverarity 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				
			1053.3			
	Total Payments to Summa	ry	1695.39			

	Treasurers Bank Account R		
	Opening Balance b/fwd from Last Mo		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	
Deduct	Other Payments (Col 12)	366.53	
Deduct	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 Mclac	shlan	£3,852.48
	Closing Balance carried Cadet		£961.50
	Closing Balance carried Savings		£5,551.04
		Total	£25,984,19

Payments Other than	Stock		ī	
Nature Of Payment	Cash Col 11	BACS, DD and Cheques		
		Col 12	YTD	Actual 2022
Mooring Licences			2160	2160
Mooring Service and maintainence			0	
Licences			90	
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	
Legal and Professional			0	
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	
Training			0	
Subscriptions			365	
Others		62.1	178.26	1282.1
Sponsor			500	
Capital Items			4223.8	15635.2
Totals	(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	3+Col4)	4445.17			
Add						
	Cash drawn from bank for offic	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				
	Tot	al Deductions	5056.88			
	Cash Balance as Weekly Page	2	77.31			
	Cash in Hand (as counted) c/fwd					
	Difference on books					



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	твс		Completed
Internal	Kitchen upgrade	2021	Now on Site	EST £8K		Completed
Internal	Upgrade Heaters	2021	To get details Costs	твс		Put on hold
External	Extend the Lean too over the current Dinghy Pend	2021	On hold until close of season	твс		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		Kirsty Brown Vice	
Commodore	Р	Commodore	Р
Andrew	ΑΡ	Scott Crossley	Р
LeechTreasuer	AP	Secretary	
Bill Aitchison	D	Neil Towart Cadet	Р
Sailing Secretary	Р	Officer	

2nd Term Year 1			
Gus MacDonald	АР	Chris Bowen	Р

2nd term Year 2			
Sallie Condy	Р	Lorn Campbell	AP

2nd Term Year 3			
Vacant		Jim Campbell	АР

Ongoing Attendance

Number of Committee Meetings 8

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