

## **Minutes of the Blakeney Sailing Club Committee Meeting held at the Blakeney Hotel on Sunday 3 April 2022**

**Present:** Angela Harcourt (Commodore), John Seymour (Vice Commodore), Jane Armstrong (Secretary), Alan Collett (Treasurer), Jane Bassett, Sue Gregory, Simon Hibberd.

Rebecca Bunting and David Rowe also attended the meeting.

### **1. Apologies:**

Edward Allen (President), John Myers (Vice President), Andrew Bassett (Rear Commodore, Racing), Sean Moore (Rear Commodore, Flotilla), Rod Jeffreys (Bosun), Florence Buckingham (Membership Secretary), Alan Robinson, Amy Howes.

### **2. Minutes:**

The minutes of the meeting on 16 February 2022 were approved and it was agreed that they should be uploaded onto the website.

### **3. Matters arising:**

- Angela noted that no potential new trustee has been found yet.
- Further to the discussion about an alternative BHA Harbour Warden (now that Rod has stood down from this role) it was noted that no BSC nominated Warden is being put forward. Jason Bean has said that, if BSC would like to put someone forward in due course, BHA would be happy to consider them.
- Alan C noted that the photo competition (which ended just after the last meeting) was won by John Myers and that his winning photo, together with 3 runners up, will be in the Yearbook.

### **Carried forward from previous meetings:**

- Simon is discussing the idea of displaying trophies at the Blakeney Hotel with them and they seem potentially receptive. He will pursue. **Action: Simon**

### **4. Commodore's Report**

- Angela reported that four great days of sailing had been enjoyed during the Frostbite Series. It was good to see the club Laser being used. It was agreed to send a note round to members to clarify details of the club boats, namely that:  
Simon will put a note in the hut to show where the boats are parked;  
Anyone wanting to sail the Seafly should email Alan C beforehand;  
Anyone wanting to sail the Laser should email Simon beforehand;  
The Laser has standard and radial rigs (but not 4.7). **Action: Simon & Angela**
- Angela has liaised with Blakeney Hotel and all the committee and prize giving dates requested have been confirmed with them. The hotel can offer snacks of croissant with ham and cheese (together with tea and coffee) at prize givings. It was agreed to ask for donations from visitors but no specific charge.
- It was agreed that for the open events (Laser Open, Seafly Open, Int'l 14 Open) we should charge a consistent entry fee. Andrew & Alan C to agree a level. **Action: Andrew & Alan C**
- Open meeting notices need to be prepared: Alan C will do the Seafly Notice and Andrew will prepare the Laser Notice. **Action: Andrew & Alan C**

- John S offered to contact Brent Pope and the National Trust to see if either can offer additional parking space for any events, especially NWNA. (It is likely that the parish council overflow car park on Langham Road won't be available this year.) **Action: John S**

#### 5. Vice Commodore's report

- John S had nothing to report.

#### 6. Rear Commodore (Racing) report

- Andrew was unable to attend the meeting but had circulated the documentation which has been reviewed and also the updated Action Plan.
- Firstly, Andrew was thanked for the work he's done on this. The **suite of documentation** was agreed subject to two minor amendments. The new insurers have confirmed that any non members (eg helpers on the patrol boat or on Lapwing) would be covered by the insurance policy so long as they are temporary members of the club. The committee agreed that such Temporary Members should not need to pay the normal Temporary Membership Fee but could be Honorary Day Members (this new class of membership will need to be approved by the AGM but, to comply with the insurance policy, is being implemented straight away). Thus the Temporary Membership Form and the Race Officer guide need to be amended to reflect this. **Action: Jane A**
- Action Plan** – The updated Action Plan is attached to minutes at Appendix 1. Alan C circulated a comparison of the subscriptions of other local sailing clubs with the conclusion that BSC is placed fairly comfortably around the middle. Alan C also circulated a draft questionnaire on volunteering to be sent to all club members. This was discussed and agreed subject to some minor adjustments. To be sent out and responses provided in time for the next committee meeting. **Action: Alan C & Jane A**

#### 7. Rear Commodore's Report (Flotilla Sailing)

- Sean wasn't able to attend the meeting but Alan C (who is Event Officer for the first scheduled Flotilla event of the year on the day after the committee meeting) noted that this event is likely to be cancelled due to high winds. Update will be emailed. **Action: Alan C**

#### 8. Bosun's Report

- Rod was unable to attend the meeting but John S updated the committee as follows:
- Lapwing has now been launched and reached the committee boat mooring under her own steam. impeller probably needs to be replaced and Alan R will be putting the gantry up in the next day or two.
- The chain on no 3 buoy has been replaced. The old chain still needs to be detached and brought back in from the harbour. All the other buoys appear to be in good order.
- The flag pole by the hut has been put back up and the new support has been concreted in place.
- Alan C noted that the club Seafly needs a new jib halyard (some strands of the cable have started to break). He will obtain from John Crook. **Action: Alan C**
- Many thanks to all who have worked hard over the winter on the various projects, especially new Lapwing.

#### 9. Treasurer's Report

- Alan C circulated the following report ahead of the meeting:

Money in the accounts as of 31 March 2022

Barclays Business Account Balance to date			£9,358.64
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Barclays Business Savings Account Balance to date		£20,765.01
		<b>£30,123.65</b>

- Income received not yet paid in, Membership Subscription: £50.00
- Income anticipated not yet received:
  - Disposal of old committee boat Lapwing (£1) £1.00
  - Advertising in Yearbook (thanks to Jane Lewis) £1,405.00
- Rate of pay are to remain the same as last year. The number of outings and the budget for 2022 are not yet available and will be advised by the Racing Committee
  - Dylan outings as crew @ £40
  - Terry outings as helm @ £50

Transactions since the last meeting (11 January):

	Receipts	Payments
Donation for RNLI (cash collected F&C supper in Harbour Room)		115.00 (not yet paid)
Membership	4,580.00	
Donations	265.00	
Shackles & Moorings		179.04
Advertising in Yearbook	40.00	
BPC for two Patrol Boats & Race Hut		15.00
5050 Club receipts and prizes	320.00	150.00
Social Function (subsequently cancelled)	93.75	
Power Boat training 50% (Andrew Bassett)		Paid

- Membership Subscription Rates:  
These should be set at the AGM and the BSC committee needs to decide what level to propose at its committee meeting prior to the AGM. **Action: Jane A**  
At the committee meeting on 16 Feb 2022 it was noted that the definition of a Family needs to be tightened up for subscription purposes, ie it includes children under 18 yrs and/or those in full time education.
- Sponsorship of races:  
Alan asked whether we want to follow up the interest shown by the Glaven Caring Centre in being involved in a race involving BSC & Cockles: it was agreed that it's really up to the Glaven Centre to make a proposal that we can respond to. Alan will ask them. **Action: Alan C**

## 10. Dinghy Park Management

- John S reported as follows:
- It is recognised that the BSC view of minimising car parking in the dinghy park is not going to win the argument and that the dinghy park will be used for overflow parking. The proposal to widen the concrete pathway on the edge of the park and to install a similar pathway on the northern part of the dinghy park (in order to deter parking near to the boats which can result in boats being unable to get out) is on hold waiting for quotes on the work.
- Other proposals which are being discussed include: asking the car park attendants to write "no parking" on the back of their "overflow parking" A-board and to deploy this (showing "no parking") until after high tide; using cones to restrict parking.

- The sailing club suggestion that BSC should collect the £5 donation in respect of each boat and then pass this to Blakeney Parish Council may be a way forward but the parish council wants to maintain the contact details of dinghy park users.
- It is now a formal regulation that boats using the dinghy park must be registered. But it is difficult to enforce.
- The kayak area is felt to be working well but there is room for more boats thus another line of chain will be installed at the end of the season.

#### **11. Secretary's report**

- Jane A reported that the review of the club's insurance has been completed and the new RYA Policy is on risk. We haven't yet paid the premium or received the documentation as there are a couple of clarifications still required (which were circulated prior to the meeting). The following points were agreed by the committee:
  - To add cover for the racing buoys (the committee were concerned that the buoys should have liability cover and, in order to obtain this, replacement cover is needed). Replacement value of the buoys was agreed to be £4,600.
  - Having discussed the possibility of trustee's liability cover (an annual cost of c£300 for £100k limit of indemnity) it was agreed not to apply for this as BSC does not have any assets which might cause a claim. This will be reviewed annually. **Action: Jane A**
  - As for the racing buoys, it was felt we should have liability cover for the flag pole, which also requires us to have replacement cover for the flag pole. Estimated replacement value of £1,500.
  - The insurers confirmed that cover for the slipway (maintained by BSC but used by all comers) is automatic on the basis that "the club has a robust maintenance programme in place." The committee agreed that this should be an annual agenda item as should maintenance of the racing buoy moorings. **Action: Jane A**
- The committee was reminded that a significant improvement of the RYA Policy over our previous insurance is that we now have liability cover in relation to "casual instruction".
- After the meeting, the above was relayed to the broker and the adjusted annual premium (including insurance tax and the broker's fee of £35) is £1,427.52. (Last year we paid £1,505.72)
- Jane A noted that we had been contacted by James Cowan who is regulated for power boat training (this is in connection with the Wheelyboat and the training of the helms). James would be happy to offer training for rigiflex helming if BSC are interested. Jane had asked James if he needed BSC's reply as to whether we might be interested but no reply has been received.

#### **12. Membership Secretary's report**

- Flo was unable to attend the meeting but it was noted that we have seen several new members this year.
- Thanks were proposed to Trish Moore for her help at the busy membership renewal time of year.

#### **13. Marketing report**

- Amy was unable to attend the meeting but it was noted that she had refreshed the BSC notice board. The suggestion of sending race reports to local press such as the Fakenham Sun, N Norfolk News was suggested. Agreed that Alan C will liaise with Amy. **Action: Alan C & Amy**

#### **14. Social Programme**

- Jane B reported that the walk on 5 March (Morston and circuit round Cockthorpe Common) was enjoyed by a few members but it was not such a glorious day as the January walk.
- The Spring Lunch arranged for 23 March had to be cancelled due to a high number of covid cases amongst BSC members.

- Jane is looking to arrange a club get together in August. Options were discussed and the possibility of a curry evening at the Harbour Room was popular. In terms of dates, the latter end of Fun Week (Thurs/Fri/Sat) looks suitable. **Action: Jane B**
- Nothing else is currently arranged but possibilities include some type of social during the Laser Open weekend.

#### 15. Any Other Business

- Simon noted that he will chase up the, still missing, Nora Clougston Bowl and also that he will put forward a proposal for a trophy display at the Blakeney Hotel. **Action: Simon**
- Sue noted that she had had an email from the National Trust and that they have a new boat "Whittow" which will support their work on the Point. Also that the NT are planning to put new signage in the kayak area to alert kayakers of the need to give seals space.
- John S reported that the B3CT is aiming to get together this week. John will take BSC's feedback on the B3CT proposals to the meeting.
- Jane A noted that there seems to be a new boat moored on the west of the cut which has fore and aft lines leading to the bank making it impossible to use the water to the west of the boat. Agreed that Jane will check whether this boat really does have lines going to the bank and then we can discuss any action. **Action: Jane**

#### Dates for next meetings:

Saturday 4 June after Laser Open (about 11.00)

Sunday 14 August after sailing (about 11.00)

Sunday 15 October after sailing (about 12.00)

AGM Saturday 26 November (3.00pm)

Saturday 26 November (to follow the AGM)

## Appendix 1

### Blakeney Sailing Club Action Plan 2022

#### Status as of April 2022 Committee Meeting

Key to action status : **Pending** = awaiting committee agreement, **Ongoing** = further work required and **Complete** = action closed.

#### Sources of information

1. Review Patrol Boat helms/crews from club membership details – Andrew Bassett  
Email sent to all members indicating RYA PB Level 2 Certificate not currently on list of approved helms (12 in total) asking if they are willing to volunteer for training/assessment. Positive response received from two members to date. **Pending**
2. Review and compare subscriptions from local clubs – Alan Collett  
Review carried out with subscription/categories from Wells, Snettisham and Brancaster Sailing Clubs (see attachment). It is concluded that BSC rates are competitive. **Pending**
3. Review RYA website and guidebooks e.g. Race Management – John Myers
4. Develop closer relationships with local clubs e.g. Cockles – Angela Harcourt
5. Carry out membership surveys of Race and Flotilla programmes – Sue Gregory

#### Membership Retainment/Recruitment

##### Recruitment

6. Review membership types to include a Race Crew option – Alan Collett  
Crew option is available as individual racer or non-racer, but helm or crew is not specified. **Pending**
7. Consider advertising in Yachts and Yachting for Opens, Regattas, MWHS etc. – Amy Howes
8. Offer reduced subscription for applications August onwards e.g. part year pro rata – Alan Collett  
Through Member Mojo the club can offer “rolling membership” the year can start at any date. This might cause confusion regarding membership details in Yearbook. Member Mojo cannot offer reduced subscriptions for part years. **Pending**
9. Consider the use of local radio (BBC) for publicity – Amy Howes
10. Establish links with the team from the last Discover Sailing for training of beginners – Angela Harcourt
11. Consider the use of swipe payment of club subscriptions to simplify payment – Alan Collett  
The Blakeney rowing club started doing this in 2022 with minimal hiccups. It is therefore recommended that this should be adopted by BSC. **Pending**

##### Retention

12. Committee meeting dates/minutes should be sent to members and encouraged to attend as observers – Jane Armstrong  
Propose to do this after April meeting, ie with agreed March minutes and meeting dates for the whole year.
13. A social event early in the season (Easter?) should be held targeted at new members -Jane Bassett

14. A buddy system should be established for new members using experienced club members – Alan Robinson
15. Develop informal training for club members by development of the informal Single Hander race to include Double Handers, member to member training, new instructors etc. – Sean Moore
16. A membership survey should be carried out targeted at new members at the end of the season – Sue Gregory
17. Carry out a targeted survey of new members at the end of the season – Sue Gregory

#### **Volunteer recruitment and motivation**

18. Carry out a membership survey focused on volunteering- Alan Collett  
A draft survey is attached for circulation to all members. **Pending**
19. Include a question on the membership form on volunteering – Florence Buckingham
20. Define a pathway for committee membership and officer positions e.g. new committee members, observers at committee meetings etc. – Angela Harcourt
21. Include volunteering as a committee agenda item at least yearly – Jane Armstrong  
Propose to put on agenda at next committee meeting.
22. Ensure that working party dates are advertised to all members – John Seymour

#### **Legal Cover**

23. Check that the club has adequate insurance cover – Jane Armstrong
24. Request an audit of club insurance by Gallagher's – Jane Armstrong  
Above 2 items are underway and almost completed.
25. Investigate the possibility of the club having charitable status – Angela Harcourt
26. Carry out a rolling review of club documentation (one third per year) – Andrew Bassett  
Proposed revisions to one third of the club documentation tabled for approval at the April Committee meeting. **Pending**
27. Ensure that new members are made aware of club documentation – Jane Armstrong  
Will remind all members where club documentation is once it is finalised after April meeting.