

Minutes of the Blakeney Sailing Club Committee Meeting held at the Blakeney Harbour Room on Wednesday 29 March 2023

Present: Edward Allen (President), Angela Harcourt (Commodore), John Myers (Vice President), Sean Moore (Rear Commodore, Flotilla), Alan Collett (Treasurer), Rod Jeffreys (Bosun), Jane Armstrong (Secretary), Trish Moore (Membership Secretary), Simon Hibberd, Sue Gregory, Amy Howes.

1. Apologies:

John Seymour (Vice Commodore), Andrew Bassett (Rear Commodore, Racing), Alan Robinson, Jane Bassett.

2. Minutes:

The minutes of the meeting on 11 January 2023 were approved.

3. Matters arising:

None

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. Simon also discussed the matter with the Blakeney Harbour Room but they feel they do not have the space. **Action: Simon**
- It was agreed that the club will contact the BHA in respect of the small white yacht which is moored on the west side of the Cut with mooring lines from the bow and stern to the bank, thereby preventing dinghies from sailing to the west of the boat. **Action: Jane A**

4. Commodore's Report

Angela reported as follows:

- The 2023 Yearbook has now gone to print.
- Victoria Buckingham has confirmed that she is happy to, again, be the phone contact for Discover Sailing.
- Plans for Fun Week are progressing, non-sailing activities have been allocated as follows:
Monday (around lunchtime) Bike Ride – Jane A
Tuesday (around lunchtime) Walk – Jane L
Wednesday (pm) Tennis Tournament – Sean
Friday (evening) BBQ at Harbour Room – Jane B
- It was also agreed that, particularly in view of the increase in kayak members, that a kayak event will be scheduled for some time during Fun Week. **Action: Sue**
- Angela reported that Terry has been appointed as a BHA Harbour Warden and, following his first meeting he has passed on the request from Wells RNLI that BSC record (and report back to RNLI) incidents where the sailing club has helped non sailing club members in difficulties in the harbour. The type of incidents to be recorded are, eg, where people have become separated from their craft and have sought safety by holding onto a buoy.
- Whilst most of the early season events now have adequate volunteers, there are still a number of later events which remain un-manned. It was agreed that any unfilled slots will be allocated within the next few weeks. **Action: Angela**

5. Vice Commodore's report

John S was unable to attend the meeting but had noted that he had nothing to report as Vice Commodore (but he provided input to some other agenda items).

4. Rear Commodore's Report (Racing)

Andrew was unable to attend the meeting but submitted the following report:

- The 2023 revisions Events Programme, Club Handicap, Regatta Start Times and Sailing Instructions as agreed at the last meeting have been included in the Year Book. The Club Handicap and Regatta start times have been amended to align with the revised Portsmouth Yardstick numbers published after the Dinghy Show at the end of February (minor changes to the Seafly and Laser classes).
- The Frostbite Series was unfortunately badly affected by high winds/poor weather with only one race possible. Hopefully the weather will be kinder for the Easter Series.
- Dave Fairbrass has very kindly agreed to help with the results this year, so I have been mentoring him on use of Sailwave. This should enable the results to be done when I am away and help share the burden.
- In preparation for the Race Officer/Patrol Boat training on Good Friday I have prepared a draft email to members – see attachment. I have contacted and agreed people to lead for each of the three stations proposed. In case the weather is bad Angela has asked the Harbour Room if we can do the shore -based training there. This will be followed by an informal social at the Harbour Room.

The committee agreed the draft email which proposed three training sessions (to run concurrently) as follows:

Patrol Boat (Sean Moore/John Seymour)

- Boat equipment/safety
- Man overboard drill
- Recovery using sling
- Coming alongside Lapwing (including cover removal)
- Mooring at a buoy

VHF Radio (Alan Robinson/Terry Cottle)

- Licence requirements
- How do use club radios
- Basic radio use/etiquette
- Procedure for emergencies (inc. use of mobile phones)

Race Officer (Andrew Bassett/John Myers)

- Starting sequence
- Rule changes
- Course setting
- Sign in/ out process
- Race start types
- Lapwing equipment use

7. Rear Commodore's Report (Flotilla)

- Sean reported that he had written a piece for the Yearbook.
- He has joined the Kayak WhatsApp group and plans to use this to encourage kayakers to join flotilla events.

8. Bosun's Report

- Rod reported that Justin Watts is preparing a "no parking" sign to discourage parking by the patrol boats (which prevents them being able to get out easily).
- There was discussion as to whether, in future years, the club should use Henry Archer to transport Lapwing to and from Breck Farm (as well as employing him to launch and recover Lapwing). The committee was generally in favour of this idea, which simplifies insurance requirements, but decided to defer a decision until next meeting in order to be sure of the costs involved.

Action: Rod & Jane A

- 7 racing buoys are still waiting to go out: the plan is to organise this for 5th or 6th April.
- Further to discussions with the Equipment Sub-Committee, Rod had circulated some options to increase the security of equipment kept on the Dinghy Park and in the hut (in view of the potential increased risk of theft given current economic hardship). Following discussion, it was agreed to take the following measures:
 - continue to store all items in the hut.
 - install a 5 lever mortice lock to replace the existing door lock.
 - keep keys in a safe inside the hut.
 - keep photographic evidence of all security measures which can be provided to insurers in event of a claim.

Action: Equipment Sub-Com

9. Treasurer's Report

Alan C reported as follows:

Money in the accounts as of 24 March 2023

| | | | |
|---|--|--|-------------------|
| Barclays Business Account Balance to date | | | £10,007.24 |
| Barclays Business Savings Account Balance to date | | | £20,810.88 |
| | | | £30,818.12 |

Transactions since the last meeting (10 January):

| | Receipts | Payments |
|--|----------|----------|
| Bank Interest receive (Business Savings Acc) | 25.80 | |
| Donations received (and donors thanked) | 590.00 | |
| 5050 Club Receipts | 380.00 | |
| Advertising revenue for Yearbook (£1,570 invoiced) | 540.00 | |
| Bayfield Hall Pie & Mash evening | 30.00 | |
| Membership subscriptions | 8,194.93 | |
| Rod Jeffreys (2 tarpaulin covers, etc) | | 249.41 |
| Servicing Outboard Engines x 2 | | 735.80 |
| Dave Fairbrass (bearing seals, etc for trailer) | | 81.00 |
| 2 trolleys + jockey wheels for patrol boats | | 1,356.00 |
| Donation Norfolk Charitable Trust (Wheelyboat) | | 100.00 |
| Donation to DPMC for race hut, 2 patrol boats & 2 sailing dinghies | | 25.00 |

- STRIPE is now functioning with membership fees, at the last time of calculation, of £1510 being paid directly and £6244.20 received via Stripe.
- From last committee meeting, planned expenditure £1300 replacement of two launching trolleys for Patrol Boats. Actual cost £1356.

- We are still waiting for quotes to repair the slipway.

10. Secretary's Report

- Jane A reported that BSC's insurance is on the point of being renewed (the renewal date was 25 March but the final papers with this year's premium were received today). The total premium is £1,566.86 (plus £100 comprising the broker's charge and Gallagher's charge). The process has been rather long-winded this year with various points (which we thought were clarified last year) being raised again. In particular the insurance company seems to struggle with the concept that BSC does not own or lease land but still wishes to insure "premises" in the form of our hut and (for liability only) the slipway. It was agreed that Jane would, again, confirm to the brokers that BSC does not have a lease.
- The only significant changes to the cover compared with last year were a) increase in both Marine and Public Liability to £5m and b) increase in the sum assured of the patrol boat trolleys.
- There was discussion of the Personal Accident section of the policy which provides modest pay out in the event of a volunteer or employee suffering an injury (including any for which BSC could not be held liable). This discussion was in part due to finding that this section only covers volunteers aged between 18 and 65 as it is, primarily, designed to compensate for lost earnings whilst incapacitated. The insurers have told us it may be possible to increase the cover to include named individuals aged over 65 who would need to be individually underwritten. The committee decided unanimously not to add any individuals on this basis because: in the event of an accident a claim might be possible under one of the liability sections of the policy; and the cover provided by the Personal Accident section is very modest.
- Jane A also asked the committee what they felt about changing BSC's procedures so that the club's insurance would no longer be the responsibility of the Secretary but of the whole committee or, perhaps, the Equipment Sub Committee. (Though, clearly, one individual would need to continue to be the primary contact.) The committee did not wish to make a decision on this but it was agreed to investigate whether there is a club member with experience in insurance who might be prepared to become involved.
Action: Jane A
- It has been confirmed that BSC has liability cover in respect of the slipway which is used by non-members as well as members. Jane raised the question as to whether, given BSC is responsible for the maintenance and insurance of the slipway, it might be prudent to decline financial contribution from the Parish Council towards maintenance. The committee felt that, so long as BSC decided on and supervised any maintenance work there is no problem in accepting financial contributions.
- A Racing WhatsApp group has been set up, so far around 20 members have asked to join.
- We have been informed that there will be a Stand Up Paddle Boarding race in the eastern end of the Harbour on 10 June. BSC has a single race starting at 11.30 on this day.
- According to the Constitution, the Hon Secretary's role includes safe keeping of the minutes from all sub committee meetings but, Jane noted, these are not always received by the secretary. Rod explained that the Equipment Sub Committee does not minute its meetings but takes any recommendations to the main committee. Need to check whether this is also the case with the Sailing Sub Committee.
Action: Jane A
- Blakeney Harbour Room has been booked for the year's remaining committee meetings. However, the Harbour Room is not able to host the AGM at the scheduled time of 3pm because they do not open until 5pm during November. The committee agreed to change the start time of the AGM to 5pm.
Action: Jane A

11. Membership Secretary's report

Trish reported the following membership numbers so far this season (all in terms of numbers of people, not "memberships"):

| | |
|---|-----|
| Members | 221 |
| New Members | 13 |
| Haven't renewed | 28 |
| Racing members (including family members who may not be racers) | 70 |
| Non-racing members | 119 |
| Friends / Supporters | 14 |
| Kayakers | 10 |

- Trish recorded thanks to Alan C for getting Stripe working which has significantly helped the subscription renewal process.
- She also noted that Member Mojo currently sends out reminders to all members that it is time to renew their subscriptions at 28, 9 and 2 days before the due date and then at 1 and 28 days after the due date. This seems like too many chasers so Trish looked into the possibility of reducing these. It is straightforward to suppress both the 28 day reminders but not the others. The committee agreed to stop sending out the 28 day before and after reminders and to leave the others as they are.

Action: Trish

12. Marketing Report

- Amy reported that BSC now has 900 Instagram followers.
- She has updated the hut noticeboards and continues to submit reports to the Glaven Valley News. If anyone has anything they would like to add, please let Amy know.

13 Social Programme

Jane B was unable to attend the meeting but had provided the following report:

- Since the last meeting, two Winter Series gatherings have taken place at the Kings Arms in Blakeney. The first one, in particular, was well attended and included one or two new members. Thanks to Jane A for arranging these.
- On 18 February we led a spring walk in the sunshine, around Bayfield and Wiveton Downs, finishing with lunch at Natural Surroundings café. This was attended by over 20 members.
- Our next event will be the Pie and Mash evening at Bayfield Hall, by kind invitation of Roger and Caroline Combe, followed by a talk from Matt Sharman from Aero Luff Spars Ltd. The details have been circulated to members. We have also invited the Cockle sailors and the rowers from CRAB. So far we have 23 attending.

14. Dinghy Park Management Committee

John S was unable to attend the meeting but reported as follows:

- Thanks for the work involved in getting the new tag regime into action and to members who have already obtained the new tags. However, too many of the tags have been attached to boats inconspicuously. Ask members to fix tags in a very visible position.

Action: Jane A

15. Any other business

- John S reported, in respect of B3CT, that there had been little progress. The pro bono work has been put on hold for a time and there have been significant changes in the make up of the committee.
- Sue reported that, as Welfare Officer, she attended an RYA online “catch up”. She asked whether it was necessary/advisable to be DBS checked. The RYA representative agreed that this would be preferable and offered several routes. The committee agreed that, given the make up of BSC, the basic level of DBS check (at a cost of £18) would be the appropriate route. **Action: Sue**
- Jane A noted that she’s reviewed the document library that she inherited as secretary and feels that much of it could be disposed of. She asked the committee how they feel about keeping meeting minutes, etc but getting rid of paperwork which is unlikely ever to be referred to again. The committee agreed with this and Edward noted that he has a comprehensive history of BSC and would be willing to take documents which might be interesting but not necessary for the club’s future. **Action: Jane A**

Dates for 2023 meetings:

Dates for next meetings, all to be at Blakeney Harbour Room:

Saturday 20 May, after sailing, about 10am

Saturday 22 July, after sailing, about 12.15, suggest meet over lunch

Saturday 2 September, after sailing, about 11am

Saturday 18 November, AGM 5pm (Followed by committee meeting)

Appendix 1

| BLAKENEY SAILING CLUB | | | | |
|--------------------------------------|----------|---|---------|----------|
| Receipts & Payments Account | | | | |
| For theyear ending 30 September 2023 | | | | |
| | 2022 | Income | 2023 | |
| £ | £ | Club Sailing Income | £ | £ |
| | 9270.00 | Subscriptions | 8338 | |
| | 836.90 | Racing Fees | 180 | |
| | (187.80) | Social Function | 430 | |
| 9919.10 | 0.00 | Club branded clothing | 0 | 8948.00 |
| | | Club Donations Income | | |
| | 2260.00 | 5050 club receipts | 1145 | |
| | 1110.00 | less 5050 payments | 150 | |
| | 1150.00 | Net additions to 5050 club | 995 | |
| 2299.00 | 1149.00 | Donations | 620 | 1615.00 |
| | | Other income | | |
| | 9.02 | Bank interest received | 37.38 | |
| | 1485.00 | Yearbook advertising | 350 | |
| | | Collected for RNLI | 66.25 | |
| 1495.02 | 1.00 | Sale of Old Lapwing/Assets | 0 | 453.63 |
| 13713.12 | | Total Income | | 11016.63 |
| | | Expenditure | | |
| | | Boat Expenditure | | |
| | 4170.00 | Patrol Helm & Crew Charges | 260 | |
| | 7448.21 | Purchase of new Lapwing | 0 | |
| | 586.54 | Outboard servicing & repairs | 0 | |
| | 179.04 | Buoys, shackles & mooring swivels | 0 | |
| | 365.00 | Club Boats | 0 | |
| | 468.42 | Fuel Costs (net) | 0 | |
| | 150.00 | Patrol Boat training | 0 | |
| | 532.90 | Radio, Race watches, flags & Megaphone | | |
| | 27.45 | Race Hut repairs | | |
| | 210.94 | Patrol Boat repairs | 735.8 | |
| | 31.17 | Club Camera | | |
| | 85.39 | First Aid Kit | | |
| | 141.88 | Lapwing Maintenance | 1664.28 | |
| 14922.14 | 525.20 | Lift Lapwing out for winter storage | 0 | 2660.08 |
| | | General Expenditure | | |
| | 1427.52 | Club Insurance | 0 | |
| | 42.90 | Postage & Stationery | 0 | |
| | 117.50 | Committee meeting costs | 0 | |
| | 450.40 | Prizes & Prize Giving | 0 | |
| | 70.00 | Trophy Engraving | 32.7 | |
| | 826.19 | Internet, Website, Dutyman & Zoom | 75 | |
| | | Social Functions | 400 | |
| | 47.98 | Micellaneous | 379.6 | |
| 3835.49 | 853.00 | Yearbook design & printing | 0 | 887.30 |
| | | Club Donation Expenditure | | |
| | 375.00 | RYA & BHBA | 25 | |
| | 270.00 | RNLI & Wheelyboat donation | 100 | |
| 670.00 | 25.00 | Dinghy Park Voluntary Donation | 25 | 150.00 |
| | | Total Expenditure | | 3697.38 |
| 19427.63 | | | | |
| (5714.51) | | Excess of Receipts over Payments for the year | | 7319.25 |
| | | | | |
| 29213.38 | | Bank Balanances at 1 October | | 23498.87 |
| 23498.87 | | Bank Balances at 30 September | | 30818.12 |
| (5714.51) | | Increase in Bank Balance for Year | | 7319.25 |
| | | | | |
| | | Current Account to date | = | 10007.24 |
| | | Deposit account to date | = | 20810.88 |
| | | Total in bank accounts to date | = | 30818.12 |