

Minutes of the Blakeney Sailing Club Committee meeting held 26 February 2025

Present:

Angela Harcourt (President), Andrew Bassett (Commodore), Alan Collett (Vice-Commodore), Jane Armstrong (Treasurer), Sue Gregory (Secretary), Rod Jeffreys (Bosun), David Rowe, Marcus Flint, Alan Robinson and Jane Bassett

1. **Apologies:** John Myers (Vice President), Sean Moore (Rear Commodore Flotilla), Trish Moore (Membership Secretary), Rosie Ferguson, Amy Howes and Simon Hibberd

2. Minutes of the last meeting

The draft minutes of 8 January 2025 were approved.

3. Review of actions/matters arising (not on the agenda)

Slipway advisory notice/signage

Work will progress when the weather improves. George will pressure wash the slipway before work begins.

Action: Ongoing

RYA website club/centre locator

Action: Ongoing

Further discuss replacements for Cookes Posts

Rod reported that Victoria Egan, the National Trust (NT) Representative, had informed him that the work to replace the posts requires permission from the NT and Natural England (NE). It is most unlikely NE would agree to the posts being installed in a different location. The new posts to be wood.

Rod advised the committee that the posts have been ordered and paid for at a cost of £492 and he will invoice the club for this amount. The Cooke family are contributing £250 and the BHA £250 towards the total cost of replacement.

Action: Ongoing

First Aid Course 2025

Alan C reported that Glaven Caring are employing Jason Bishop to provide first aid courses and he had suggested a possible bespoke course for the sailing club and the rowing club. Andrew asked if there was evidence that we needed one or could we piggy-back onto one organised by another group. Trish now has information on current members' qualifications from the membership data.

Action: Ongoing

Review Blakeney Regatta

Action: No update

Broads Sailing event 2025

Action: Ongoing

Contact blind sailor re possibility of sailing next season

Sue reported that the person was no longer interested in this. She suggested that we offer veterans on a case-by-case basis in the future. It was noted that BSC may not be the best option for this.

Action: Complete

Agreement of Sailing Schedule

Action: Complete

Club Insurance Renewal – see agenda item 5.

Action: Complete

RYA Conference feedback – see agenda item 7.

Action: Ongoing

Review Club Documentation – see agenda item 6.

Action: Ongoing

Dinghy Park Safety

Andrew reported that he had spoken to John Seymour regarding this, and he was of the opinion that the use of the area next to the dinghy park would be treated as previously with the attendants allowing parking only when the rest of the car park was full.

Action: Complete

4. Report from the Equipment Sub Committee

Rod reported that following the last general committee meeting, the equipment sub-committee met and agreed to the purchase of one engine with the electric start and tilt mechanism. This has been purchased and will be ready for collection on Saturday. The new motor needs a different locking device. The remaining engine has been serviced and is ready for use. If successful, the remaining outboard will also be replaced with the same model.

The road trailer has been serviced at a cost of £290, which included replacement parts.

A review of items on Lapwing had been carried out, and painting was well advanced. It is planned to put the buoys in position next Tuesday, other than those on the west side of the harbour.

No work is required to the Club hut, and it is planned to return it to the dinghy park on the 9 or 10 March.

Alan C offered to help Rod in checking the items in the First Aid kits.

David said that the throw bags may need replacing as they are not very user friendly.

5. Club Insurance 2025-26

Sue reported that she is awaiting the renewal quotation from Gallaghers. We can either get an alternative quotation from another broker or continue with Gallaghers for another year and then look at other options for the following year. Given that the renewal is due shortly, it was agreed by the committee that if the quotation is within 10% of last year's renewal we will stay with Gallaghers for another year.

6. Club Documentation Review

Changes to documents due for their three yearly reviews were discussed and agreed (documents circulated prior to the meeting with the proposed changes):

Health and Safety Policy – Rewording of the last sentence on Page 1, headed Responsibilities to be changed to, 'The BSC committee has the responsibility for ensuring adequate precautions are in place for the safety of adult and junior...'.

Youth Policy – No changes were proposed.

Safeguarding Policy – Minor changes including the first paragraph to include 'vulnerable adults' and change of the job title to 'Welfare Officer'.

Flotilla Sailing Rules – No changes were proposed.

Race and Event Officer Guidance Notes – No changes but document reformatted.

Patrol Boat Guidance Notes – To be reviewed when we have the new engine.

Risk Assessment 1 (Organised Sailing) - Risk 2, 'arrange' to be 'replaced' by 'consider' and Risk 8 'Cold water shock and hypothermia', rather than just hypothermia'. Alan C had also

proposed that reference be included to a YouTube video of 'Cold Shock' but it was agreed that this should be used for training purposes.

Annual Youth Consent Form – End first para to be changed to '...Youth members MUST follow ...'.

Intention to Race Form – Marcus had not yet reviewed this document.

Temporary Membership Form – amended to reflect the agreement at previous meeting that there should be no charge for a crew or helm sailing in members' club boats and reformatted.

Jane A noted that there was a requirement in the Club documentation to maintain a list of next of kin. This therefore needs to be updated from the membership forms.

Action Trish

7. Actions from the RYA regional conference

Following the review of the notes from the regional conference by committee members the following points and actions were agreed:

RYA/Affiliation Portal – Club details to be updated.

Action Sue

Advertising/Social Media – It was intended to advertise upcoming events. The Racing WhatsApp would be used to enable better turnouts with a positive response requested.

Safety Afloat – No further actions required.

Improve Engagement with Members – It was agreed to carry out a membership survey. Dave, Sue and Andrew to look at this.

Action Andrew

Recruiting Volunteers – Information was included on the website and an article had been included in the Yearbook. In addition, Amy will mention volunteering in the GVN.

Developing Thriving Sailing Scene – It was agreed to introduce a 'Fast Sail Chat' after sailing.

Racing Essentials - No further actions required.

Youth Policy - No further actions required.

8. Training (including Easter event plans)

The following items were proposed for the land-based training event on Easter Saturday:

- VHF radio refresher
- Race Officer guidelines
- Patrol Boat guidelines
- Assistant Race Officer role

In addition, the video on Cold Water Shock could be shown and a demonstration of how to use a throw line.

It was noted that the training the previous year had not been well attended and that many members (and committee members) had family commitments.

Secretary's note: Following the meeting it was agreed to consult members on whether they were likely to attend and what type of training they would favour.

9. Yearbook preparation update

Andrew reported that preparation was well advanced with some good articles received. However, advertising numbers are down due to budget concerns (currently 17 confirmed, two new ones and five who have pulled out). An advertising index will be included in this year's edition.

10. Matters for regular report, to be made by exception only

- Commodore's report – nothing to report.
- Vice-Commodore – Alan noted that Roger Combe is keen to host a Club event again.
- Rear-Commodore's report (racing) – no report.
- Rear-Commodore (Flotilla) – no report
- Bosun's report - Rod proposed that rather than all Patrol Helms being Approved by him that this be carried out by either Alan R, David Fairbrass, George Harcourt or John Seymour as experienced helms and members of the Equipment Sub-committee. This was agreed.

At the DPMC meeting earlier that evening Victoria Egan had stated that the NT would not agree to CCTV being installed to cover the Carnser / Dinghy Park

- Treasurer's report
Jane A reported that there was currently a total of £37500 in the Club accounts with £26000 in savings and £11,500 in current accounts. A total of £8000 had been received in members subs so far, which is close to what is expected.
- Secretary's report
Trish has sent a report prior to the meeting. Membership numbers are slightly down on last year at the moment. However, this was based on an analysis carried out two weeks before members subs were due. It was agreed that this would need to be reviewed at the next meeting.
- Membership Secretary's report - no report
- Marketing – no report
- Dinghy Park Management – Rod reported that he had covered this under agenda item 4.

13. Any other business

Alan R asked if Rod was happy with the current arrangement by which unapproved Patrol Boat helms were allowed to transport Race officers to Lapwing. Rod agreed that this an anomaly and could be a problem. The Race Officer currently makes the decision on the day dependent on weather conditions. It was agreed that this needed to be monitored.

Angela reported that Dutyman had been updated to include email addresses and phone numbers to help with duty swaps.

David suggested offering a free day membership free to anyone who would like to come and have a go at sailing. This was agreed. It was also noted that we have Discover Sailing Day in the programme.

David asked if it was possible to advertise kayak river sections on the hut. This was agreed. Sue said that we need to make the hut look more interesting.

David proposed carrying out kayak coaching. He would arrange this depending on the weather using the Club WhatsApp group. This would include core skills such as righting the kayak.

In response to a request by Jane A the date of the next AGM was agreed as Saturday 29 November 2025.

The proposed dates for the meetings for the remainder of the year were discussed. It was agreed that meetings held after sailing were problematic as no time could be fixed. The following dates were agreed:

Wednesday 2 July at 7:00pm

Tuesday 5 August at 7:00pm

Wednesday 15 October at 7:00

Saturday 29th November after AGM

The next committee meeting will take place on Wednesday 23 April at 7:00pm, venue to be confirmed.