



**MINUTES OF THE MANAGEMENT COMMITTEE MEETING  
held on Tuesday 5<sup>th</sup> March 2024 by video conference**

**Present:**

R Ball (RB); G Clark (GCI); Jemma Clarke (JCI); P Clayton (PC); R Collis (RSC); G Cross (GCr); J Cross (JCr); M Dowley (MD); L Garton (LG); R Good (RG); N James (NJ); E Kirby (LK); M Maloney (MM); J Nickalls (JN); S E Shenton (SES); B Spencer (BS); K Stubbs (KS); M Turner (MT); M Whitley (MW)

**1. Apologies:**

R Anderson (RA); D Bard (DB); Jen Castle (JeCa); John Castle (JoCa); A Dowley (AD); G Jackson (GJ)

**2. Previous Minutes**

The minutes of the 6<sup>th</sup> February 2024 Management Committee meeting were accepted as a true record. Acceptance of the minutes was proposed by MW, seconded by LG and carried unanimously.

**3. Matters Arising**

**Ongoing Actions:**

M3 Oct 2023 Discuss the best way of reporting clubhouse problems/fault with Martin Maloney.	RSC
M1 Mar 2024 Implement the booking system by doing some trial bookings.	PC
M2 Mar 2024 Create list of overdue risk assessments and send to RSC.	RB
M3 Mar 2024 Enquire about a professional service on the stairlift.	MM
M4 Mar 2024 Discuss new galley franchisees with GCI.	MD
M5 Mar 2024 Supply a list of campers to JoCa for bar rotas.	GCI

**Actions Closed Since the Management Committee Meeting of 6<sup>th</sup> February:**

M2 Nov 2023 Respond to LG re booking system hosting.	RSC
M1 Dec 2023 Find a member to coordinate the short, half day RIB courses.	JeCa
M2 Dec 2023 Look at SCM booking module.	LG/SES

**4. Sailing**

**Club RIB training:** JeCa has designed a short, non-RYA, half-day course for RIB drivers.

JeCa submitted the following report for this meeting:

I have recruited Nick Peasey who is currently looking at dates in the diary we can add possible sessions. Once identified, we will recruit ‘tutors’, then advertise dates to the membership. Any suggestions on what we call the sessions/how we describe it is most welcome as we are struggling to strike a balance of making it ‘worthwhile’ to existing drivers.

End of JeCa report.

**Starting sequence:** The revised race starting sequence was discussed at the sailing sub.

**SB20s:** The keelboat team are taking part in an international keelboat event in Portugal in April.

**SB20 trailers:** The SB20s are on road trailers which are deteriorating by launching into sea water. Launching trolleys are being investigated.

**Club bosuns meeting:** It is intended that the club dinghies should be ready in advance of Sail Training. A meeting is to be held with club dinghy bosuns to discuss.

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**Abandoned dinghies:** Some work has been done to identify apparently abandoned dinghies. Ongoing.

**8-knot limit:** Discussion has taken place in the sailing sub with concern expressed about fast boats colliding with tenders in the moorings. If possible, the race officer should set courses for fast boats outside of the moorings.

## **5. Sail Training**

**Saturday Sail Training:** 55 people who registered with some being new members.

### **Cadet Week 2024:**

JeCa submitted the following report for this meeting:

Cadet week. We had our first planning meeting on the 5<sup>th</sup> Feb.

- Designs and t-shirt colours are currently being created and chose by the Cadet Fleet's captain and vice captain.
- We have established a timeline of dates
  - Notice of form to book Cadets – Start of May, weekly. In the email newsletters
  - Sign up form available – 24<sup>th</sup> May
  - Closing date for signing up – 14<sup>th</sup> June
  - Payment deadline – 30<sup>th</sup> June
  - Cadet week starts – 29<sup>th</sup> July
- We will be requiring payment this year before places are secured – this is to reduce over spend on t-shirts etc as this has been a problem in the past.
- New forms have been developed for signing up cadets and there is now a separate one for support and tutors.
- New pink first aider jackets are being created instead of t-shirts. First aiders will get the 'support' t-shirt colour then wear the jacket when on duty.
- We would like to have better thank you 'tokens' for all who support Cadet week and we're thinking of reviving the good old mug after lots of feedback to say they're missed. As well as other things/items.
- Please feel free to send me any questions anyone might have, very happy to answer them.

End of JeCa report.

## **6. Finance**

**Finance report:** The summary budget report up to 4<sup>th</sup> March was sent to management committee members on 4<sup>th</sup> March. Approximately 94% of members have renewed.

Expenditure:

- Will be required to purchase some new equipment for the galley
- Road repairs will be delayed until Essex Water have completed their work. Expense could in the next financial year.
- The social budget is £1500 as before.

SES sends a simplified budget spreadsheet to management committee members. Social is shown with the galley but there is no income from the galley as it is franchised.

### **Membership renewals:**

- 394 members have paid
- 7 promises to pay
- 35 confirmed as resigned
- 3 members have died
- 15 have not responded

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MT will cancel the access cards of those who have not replied in mid-March.

**Reminders:** Reminder invoices have been sent out and SES has phoned some members who have not renewed. It was suggested that paper invoices be sent members who have not replied but that creates more work and expense.

**Cruiser launching & recovery booking systems:** LG has had discussions with Peter Booth. LG has simplified Peter Booths system which now needs to be implemented. PC will send the link to all cruiser members.

**M1 Mar 2024 Implement the booking system by doing some trial bookings. PC**

**New members:** The following new membership applications have been accepted this month:

- Jameson Dodds
- Elaine Cobb
- Peter Saunders
- Chris Foreman
- Lee Craven

## **7. Health & Safety**

RG pointed out that some risk assessments are overdue for review.

**M2 Mar 2024 Create list of overdue risk assessments and send to RSC. RB**

## **8. Safeguarding**

**Safeguarding & Welfare Sub-Committee:** The sub-committee met on Tuesday 13<sup>th</sup> February. The sub-committee comprises LK, Dave Hewes, Sandra Clayton, Julie Ferneyhough, John Nickalls and Tony Ferguson. The next meeting is scheduled for Monday 25<sup>th</sup> March and then LK will present to the board.

RYA reaffiliation requires a club policy on safeguarding children, young people and adults at risk for club management. The RYA document is lengthy and will be adapted for MSC use.

## **9. Clubhouse & Site**

**Clubhouse maintenance:** LG has created a 'Defect Reporting' application in the Members Area of the MSC website. Members may report a problem or defect with the option of a photograph.

**Spring Working Parties – Saturday 9<sup>th</sup> and 16<sup>th</sup> March:** MM has a list of tasks for the spring working parties. Thanks to LG for putting the list on the website for members to volunteer. Where there are no volunteers, tasks include will be allocated on the day. MM has bought materials.

**Clubhouse & Precincts Sub-Committee:** The sub-committee met on Tuesday 27<sup>th</sup> February.

**Galley:** There will be expenditure on new ovens, an insect electrocutor and a deep clean.

**Groundworks:** The area around the new sewerage treatment plant will be given time to consolidate and for grass to grow. Some club boats will need to be temporarily moved.

Crushed concrete is to be obtained to fill potholes in the cruiser park road.

**Cruiser park:** RSC has carried out an audit of the cruiser park. Some tidying up and removal of rubbish is required.

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**Stairlift:** The stairlift is overdue for a professional service.

M3 Mar 2024 Enquire about a professional service on the stairlift.

MM

## 10. Moorings & Equipment

**Electric winches:** The new electric winch has been built and is due to be installed in March. The current west winch will be moved to the east end of the hard. The new winch will be installed at the west end of the hard.

**Jack B & the mooring barge:** Both are ready for launching. Thanks to those who have worked on them over the winter.

*Jack B* code of practice is being updated.

**Tony B:** BS reports that *Tony B* is nearly ready for the season. Thanks to Peter Bell and Mick Richardson.

**Large travel hoist:** RG reported that work on the large travel hoist is complete.

**Hydraulic pipes:** The hydraulic pipes which run through the seawall are time expired and are to be professionally replaced.

**Lifting equipment inspections:** The next professional examination of all lifting equipment is due in May. Who will carry out the routine examinations in the future is under consideration.

## 11. Social

**Social events:** A full programme of social events for the season is in place. JCr reported that there is a volunteer to run each event. Publicity material will be produced as required.

**Bar rotas:** JoCa has agreed to draw up a bar rota.

## 12. AOB

**Camping Fortnight 2024:** Thanks to LG for putting the application form on the MSC website.

To date there have been 72 applicants for approximately 50 spaces. NJ said that there is a possibility of creating more camping pitches in the cat park.

GCI needs details of the new galley franchisees.

M4 Mar 2024 Discuss new galley franchisees with GCI.

MD

JoCa needs a list of campers to enable bar rotas to be drawn up.

M5 Mar 2024 Supply a list of campers to JoCa for bar rotas.

GCI

**Camping weekends:** No booking is necessary but GCI needs to know how many people are likely to be on site. This helps with galley and bar arrangements.

**Cleaning schedule:** MM has drawn up a cleaning schedule for the season.

**RYA Training:** A PB2 course will run on the weekend of 16<sup>th</sup>/17<sup>th</sup> March. The course will use the downstairs training area and will use one RIB.

**RNLI:** A cheque for £1300 has been presented to Maldon RNLI. This year marks the 200<sup>th</sup> anniversary of the RNLI.

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**Members loans – surplus funds:** Thanks to the project management of Steve Glynn the new sewerage treatment plant cost less than the anticipated £120,000. A surplus of £15,000 to £20,000 has resulted. RSC carried out a 'straw poll' at the meeting to gather views. It was agreed that:

- The surplus should not be absorbed into normal club funds
- The surplus should be spent on a capital project that benefits members
- Nothing should be spent without consulting the members who donated to the loan note scheme

**Sad losses:** In the past few weeks the club has been informed that Derek Hall and Murray Bates have died.

**Derek Hall:** As well as being a cruiser fleet captain Derek is remembered as being Cadet Skipper from 1984 to 1988. Many young members benefited from cadet evenings arranged by Derek and very successful Cadet Weeks. Many of the cadets of the day have continued to enjoy their sailing.

**Murray Bates:** Over the years Murray held many positions in the club but he will also be remembered for his vision and practical skills. Many projects were led by or involved Murray and the results will benefit members for many years to come.

There being no further business to discuss, the meeting closed at 21:30 hours.

Date of next meeting: Tuesday 9<sup>th</sup> April 2024 at 19:30. Venue: Online using Zoom.