

# Cardiff Bay Yacht Club

## Confidential Minutes of the Meeting of the Council of Management 17<sup>th</sup> August 2020 at 18:30

The identity of individuals required to take actions subsequent to this meeting are shown in the Action Column.

Council of Management, Membership for 2019/2020			
<b>President</b>	Ken Davies	<b>Vice President</b>	Mike Walsh
<b>Commodore</b>	Chris Pain	<b>Vice-Commodore</b>	Will Boland
<b>Rear Commodore</b>	Richard Batten	<b>Honorary Secretary</b>	Robin Brook
<b>Honorary Treasurer</b>	Simon Watts	<b>Membership Secretary</b>	Hugh Bumford
<b>Sailing Secretary</b>	Charles Felgate		
<b>Training Centre Principal</b> Matt Sayer			
<b>Elected Members</b>			
Clare Doust	John Lewis	Phillip Cook	
<b>Co-opted Members</b>			
Trevor Laidlaw	Derek Fishwick	Paul Akerman	

**Present:** Paul Akerman (PA), Richard Batten, (RBa), Will Boland (WB), Robin Brook (RB), Philip Cook (PC), Ken Davies (KD), Clare Doust (CD), Derek Fishwick (DF), John Lewis (JL), Chris Pain (CP), Matt Sayer (MS), Mike Walsh (MW), Simon Watts (SW),

**Apologies:** Charles Felgate, Trevor Laidlaw.

In Attendance: Richard Mills (RM); Water Sports Manager, Liz Freemantle; Interim General Manager

1. The draft Minutes of the meeting of 20<sup>th</sup> July 2020 were agreed as a true and accurate record of the meeting.

Item	Minute	Action
<b>A</b>	<p><b>RM joined the meeting to update on the request from the Sea Cadets to access the club.</b></p> <ul style="list-style-type: none"> <li>• Will be two evening per week. Not weekends;</li> <li>• Groups no bigger than 30 so COVID compliant</li> <li>• Storage for their boats can be managed</li> <li>• Parents will park in road. Cadets will be met by their instructor / Officer and brought into club compound under supervision;</li> <li>• Funding for use of club facilities able to be obtained by Sea Cadets through their Trust.</li> </ul>	

	<p><u>Benefits for Club:</u></p> <ul style="list-style-type: none"> <li>• RYA Cymru keen to promote links between mainstream clubs and Sea Cadets as provides cross community opportunities so will put club in favourable light;</li> <li>• Club likely to be able to retain Sea Cadet members into adult status;</li> <li>• Possibility of cross utilisation of equipment.</li> </ul> <p>CP proposed; 2nd WB Agreed unanimously in principle for RM to take forward and agree financial package and contact Sea Cadets.</p> <p>RM left the meeting.</p>	<b>RM</b>
<b>2</b>	<b>Correspondence:</b> Covered in Officers' reports	
<b>3</b>	<p><b>Health and Safety Report (RBa):</b></p> <p>3.1</p> <ul style="list-style-type: none"> <li>• Members appear to be generally complying with guidance and notices being updated as guidance is changed.</li> <li>• Operation of bar under constant review as demand builds</li> <li>• Requirement for further signage / sanitisers identified</li> <li>• Concerns expressed at some members apparent lack of awareness of H&amp;S when on boats / working in Yard. RBa agreed to source further posters.</li> <li>• Looking at whether obtaining value for money from current H&amp;S contract</li> </ul> <p>3.2</p> <p><u>Safety / security Gates to pontoons:</u></p> <ul style="list-style-type: none"> <li>• RBa advised that current drawing are appropriate to base quotes on, so will progress.</li> </ul>	<p><b>RBa</b></p> <p><b>RBa</b></p> <p><b>RBa</b></p>
<b>4</b>	<b>Officer's reports</b>	
4.1	<b>Commodore (CP):</b>	
4.1.1	The Commodore reminded Com that two long standing members have recently died. The Club flag is at half mast.	
4.1.2	<p><u>Red Diesel:</u></p> <ul style="list-style-type: none"> <li>• To comply with HMRC guidelines, purchasers of red diesel, (other than commercial) should declare the percentage used for the propulsion of a pleasure craft.</li> </ul>	<b>CP</b>

	<ul style="list-style-type: none"> <li>• If purchasers decline to sign a declaration then they should not be supplied</li> <li>• The Supplier (CBYC) does not have responsibility for managing the declaration.</li> <li>• In order to demonstrate that CBYC is following guidance issued by HMRC, SW proposed that a letter including an annual declaration, be compiled to be signed by the purchaser to include the guidelines including the penalties for false declarations. A copy of these letters should be kept by the club.</li> <li>• RB proposed that visitors should be charged at 60% of VAT rate for propulsion and 40% for heating only.</li> <li>• 2nd CP</li> <li>• Unanimously Agreed.</li> <li>• LF to draft letter</li> </ul>	
4.1.3	<p><u>Visitors' Mooring rates:</u></p> <ul style="list-style-type: none"> <li>• Our visitor rates seem to be considerably out of line with other clubs.</li> <li>• SW proposed: <ul style="list-style-type: none"> <li>○ £15 / night if not affiliated to RYA / another club</li> <li>○ £10 / night if affiliated to RYA / another club and can prove membership (all + VAT)</li> <li>○ 2<sup>nd</sup> MS</li> <li>○ Agreed unanimously</li> </ul> </li> </ul> <p>LF left meeting</p>	SW
4.1.4	<p><u>GM Appointment update:</u></p> <ul style="list-style-type: none"> <li>• 39 responses</li> <li>• SW / CP to send out letters of invitation to include 5 min presentation</li> </ul>	SW
4.1.5	<p><u>Catering:</u></p> <ul style="list-style-type: none"> <li>• Catering going well</li> <li>• CoM seeks reassurance that purchasing is being carried out in most efficient way to enable prices to be held down and profit maximised. CP to discuss with Catering Manager</li> <li>• It was noted that during the previous week some complaints had been received regarding long waits for service. However, staffing is not yet back to full complement / hours.</li> <li>• Agreed to advertise £10 Gov. discount on meals.</li> </ul>	CP/SW

<b>4.2</b>	<b>Vice Commodore (WB):</b>	
4.2.1	<u>Rationalisation F&amp;G Pontoons</u> (PC) <ul style="list-style-type: none"> <li>• Quotes obtained circa £15.5K. Budget £16K</li> <li>• Further clarification required on total number of moorings we have planning permission for.</li> <li>• Agreed to move rationalisation forwards as within budget and return favourable.</li> </ul>	MW PC
4.2.2	<u>Members attaching personal items to pontoons:</u> agreed that members should be aware that their pontoon berth is 'not for life' and they may be moved at any time. WB to action	WB
<b>4.3</b>	<b>Rear Commodore (RBa):</b> Covered at 3 above	
<b>4.4</b>	<b>Treasurer (SW):</b>	
4.4.1	<u>Treasurer's Report and Utilities Report</u> <ul style="list-style-type: none"> <li>• Cash position good</li> <li>• Office following up late payers: £30 charge if over 30 days late</li> </ul>	
4.4.2	<u>Smart Card:</u> <ul style="list-style-type: none"> <li>• Info. management almost complete</li> <li>• Cards being printed</li> <li>• Office are progressing this well</li> </ul>	
4.4.3	<u>Heat Save:</u> <ul style="list-style-type: none"> <li>• Installation commencing 18/8/2020</li> </ul>	
4.4.4	<u>Weed Cutting;</u> <ul style="list-style-type: none"> <li>• Paid for</li> <li>• CP advised CoM that there was a Zoom meeting with the HA planned for September and he would participate on behalf of the club.</li> </ul>	SW
<b>4.5</b>	<b>Sailing (CF):</b> No report	
<b>4.6</b>	<b>Training School (MS):</b> <ul style="list-style-type: none"> <li>• Water Sports Manager now back for 3 days / week.</li> <li>• All courses currently running at profit</li> <li>• Hosting RYA Cymru multiple benefits for CBYC as raises profile.</li> <li>• Week long course commenced</li> <li>• Shared resources with University now underway</li> </ul>	

<b>4.7</b>	<b>Membership (HB):</b>	
4.7.1	<ul style="list-style-type: none"> <li>Recommendations on new members agreed</li> <li>Appears to be a pleasing number of people applying for a mixture of membership</li> <li>HB to email proposals for reducing the membership fees pro rata for members approved in Septembers COM meeting and For the months afterwards.</li> </ul>	<b>HB</b>
<b>5</b>	<b>AOB:</b>	
5.1	<u>Alarm Callout 6<sup>th</sup> August:</u> <ul style="list-style-type: none"> <li>Police called out by alarm going off at 22:30.</li> <li>Concern was expressed that the likely cause was that a member must have accessed the building by using a key, thereby triggering the alarm.</li> <li>Agreed: <ul style="list-style-type: none"> <li>Locks to be changed</li> <li>CCTV to be reinstated</li> <li>Key safe code to be changed</li> </ul> </li> </ul>	<b>LF</b>
5.2	<u>Induction Loop for gate inoperative:</u> This was noted and will be discussed at future date	<b>LF</b>
5.3	<u>Leases:</u> The investigation into the leases is ongoing. Aiming for report to CoM for September.	<b>MW. DF, CF</b>
5.4	<u>Downstairs Bar Renovation:</u> <ul style="list-style-type: none"> <li>Initial quote £24.5K + VAT + possible further £2.5K</li> <li>Further quotes being obtained</li> </ul>	<b>RBa</b>
5.5	<u>Fishing Section Report:</u> <ul style="list-style-type: none"> <li>60 members</li> <li>Cod Comp. in November hopefully going ahead</li> <li>Possible asset swap to obtain a better boat for the section ,</li> <li>Aiming to encourage new members, particularly youngsters</li> <li>Appropriate protocols will be in place</li> </ul>	<b>PA</b>
5.6	<u>Frosbite Series:</u> in planning stage: Will need to be COVID compliant	
5.7	Shanghi Cup: in planning stage Will need to be COVID compliant	

5.8	<u>Children Swimming off pontoon</u> : Complaint noted but provided under parental supervision, not considered a problem	<b>CP</b>
5.9	<u>Web Cam / Web site</u> : CP has this in hand	
<b>6</b>	<b>Date and time of next meeting: Monday 21<sup>st</sup> September @ 18:30</b>	<b>All</b>
<b>7</b>	<b>The meeting closed at 21:45</b>	